

NOTICE

School Health and Related Services (SHARS)

Updating Third-Party Billing Vendors: Clarification

Clarification regarding updating Third-Party billing information:

A Fairbanks notice was distributed last week to remind SHARS-participating districts that have changed billing vendors recently to update their vendor information with TMHP if applicable. That initial form is for new SHARS providers.

Current SHARS providers who need to update their records for the purposes of changing whom a district's Remittance & Status (R&S) reports are sent to, and to determine who may conduct claims status inquiries (CSIs) on behalf of a district, should submit the forms below to the TMHP EDI Help Desk.

- [Electronic Remittance Advice \(ERA\) Agreement](#)
- [Claim Status Inquiry Authorization](#)

If an ISD is unsure of who can access and/or bill on their behalf, they will need to contact the TMHP EDI Help Desk and ask what entities are tied to their TPI. **It is the ISD's responsibility to update their records and ensure only their current billing vendor or other approved entities may access their records.** The ISD will also need to contact their former vendor or billing agent to ensure they no longer submit claims on their behalf.

If you need assistance in completing these forms, you may call the **TMHP EDI Help Desk** at 1-888-863-3638.

If you have questions not related to the ERA agreement or Claims Status Inquiry Authorization, please call the SHARS helpline at (512) 730-7400 or email us at ra_shars@hhsc.state.tx.us.